



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 15, 2009

Albert Altro, Chief Financial Officer  
Goglanian Bakeries, Inc.  
3710 S. Susan Street, Suite 175  
Santa Ana, CA 92704

Dear Mr. Altro:

**RE: Final MONITORING VISIT REPORT for Goglanian Bakeries, Inc. – ET08-0245**

<b>Date of Meeting:</b>	10/08/09
<b>Beginning/Ending Time:</b>	9:00 a.m. – 10:30 a.m.
<b>Date of Last Meeting:</b>	3/19/08
<b>Meeting Location:</b>	Santa Ana
<b>Persons in attendance:</b>	Jesse Delgadillo, Corporate Plant Controller; Goglanian; Gordon Kirkpatrick President, International Optimum Solutions (IOS), Administrative Subcontractor; and Krista Campion, Contract Analyst, Employment Training Panel
<b>Action Required:</b>	No

## CONTRACT INFORMATION

<b>Term of Agreement:</b>	12/31/07 – 12/30/09	<b>Agreement Amount:</b>	\$49,680
<b>Training Start Date:</b>	7/14/08	<b>No. to Retain:</b>	40
<b>Date Training must be Completed:</b>	9/30/09	<b>Range of Hours:</b>	24 – 200
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	69

## ***ACTION ITEMS REMAINING FROM THE PRIOR MEETING:***

- ***None***

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
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SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

## **FINAL REPORT SUMMARY**

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 2/01/08. Training commenced on 7/14/08 and the last day of ETP training was 6/06/09, which allowed for the 90-day retention period to be completed within the term of the Agreement – 12/30/09.

There were no Modifications or Amendments processed for this Agreement.

- **INTERVIEW WITH JESSE DELGADILLO, CORPORATE PLANT CONTROLLER**

This \$50K or less project was designed to train approximately 40 trainees in Business Skills, Computer skills, Continuous Improvement, Manufacturing Skills and Management Skills. Mr. Delgadillo reported that, although the company got a late start in commencing training, Goglanian considers this to be a very successful training project. He stated that the ETP training helped establish a training culture at the company that increased the job skills of production workers. Trainees now have a better knowledge of how to reduce waste and apply lean manufacturing principles to their work areas. Additionally, he stated that the ETP training was essential in helping the company become more competitive. Ms. Delgadillo attributes the success of this project to a high commitment to training from senior management staff.

See projected earnings below.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR**

Trainees Started Training:	36	No. Completed Maximum Reimbursable Hours:	0
Trainees Enrolled:	36	Completed All Training:	35
Dropped Following Enrollment:	1	Completed Retention:	35
No. Completed Minimum Reimbursable Hours:	35		

## **PROJECTED EARNINGS / NUMBER TO RETAIN**

The Final Closeout Invoice was submitted to ETP and processed. ETP approved placements for the 35 aforementioned trainees for earnings to Goglanian Bakeries of \$49,266 which is 99 percent of the Agreement amount.

### **ATTENDANCE ROSTERS**

Attendance Rosters reviewed:	2 Trainees' rosters covering the period 3/12/09 – 6/06/09	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

### **AUDIT**

Goglanian Bakeries, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

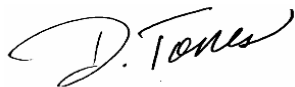
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Campion at 619-686-1917, or at [kcampion@etp.ca.gov](mailto:kcampion@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres".

Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in black ink, appearing to read "Krista Campion".

Krista Campion, Contract Analyst  
San Diego Regional Office

cc: Jesse Delgadillo, Corporate Plant Controller, Goglanian  
Gordon Kirkpatrick, International Optimum Solutions, LLC  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File